the writing process

planning

gathering information & ideas (brainstorming, mapping)

organizing & prioritising (create thesis, outline)

drafting

use outline to write out complete text (don't edit yet)

structure paragraphs

revising

read essay carefully (be prepared to re-draft)

strengthen organization (key words, transitions)

focus on style (register, technical language, interesting sentences)

publishing

produce best copy (follow required format)

check bibliography (if needed)